

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-202 **Issue Date:** 11-21-14 **Closing Date:** 12-22-14

Right-of-Way Technician I
Trust Real Estate Service
Department of Administration
Hourly Wage: \$11.41/Regular-Full-Time
****Position is dependent on year to year funding****

Is responsible to implement trust responsibilities for Yakama Nation Real Estate Services pursuant to Contract No.CTP11T122437, scope of Work, 25 CFR 43 CFR, and other applicable federal and tribal laws, regulations, resolutions and land use plans. All documents created by this office become the property of the United States. The realty function of this position is performed solely in Rights-of-Way (R/W) and easements. Incumbent handles routine matters using own initiative. Incumbent will receive on-the-job training in right-of-ways and easements.

Knowledge, Skills and Abilities:

- Ability to understand and comprehend work assignments.
- Ability to use routine office equipment such as a copier, fax and calculator.
- Knowledge of how to establish and maintain a filing system.
- Ability to understand basic math that includes working with fractions.
- Knowledge of or ability to learn trust realty as outlined in 25 CFR, 43 CFR, ILCA and Indian Agricultural Bill.
- Knowledge of or ability to read, write, or plat legal land descriptions.
- Knowledge of or ability to learn which office connect with land use management such as Yakama Nation Zoning, Department of Natural Resources, Forestry Departments, Transportation, Land Enterprise and USBIA Offices such as Wapato Irrigation.
- Ability to learn process of requesting an appraisal schedule of damages.
- Knowledge of general office procedures, filing & correspondence.
- Knowledge of Yakama Nation traditions, customs and practices.
- Skill in oral and written communication.
- Ability to use work processing equipment, personal computer hardware, and a variety of software programs.
- Ability to proofread detailed realty documents to ensure accuracy and compliances.
- Ability to work independently, plan and set own priorities.
- Ability to access distribution reports, Ownership Status Reports, and Title Status Reports upon request.

General Recruiting Indicators:

- High School Diploma or GED required and one year documented experience in trust real estate.
- Must pass a pre-employment drug and alcohol test.

Special Requirements:

- MUST pass a U.S. BIA security Clearance background investigation.